

Opening Date July 10, 2009

The application process for 2008-2009 service provider rates is now on line. The website is http://csp.nde.state.ne.us/Special_Education_Main.aspx

You can also find it by going to www.nde.state.ne.us
Then selecting Teams and Sections
Then selecting the Special Populations
Click on the Service Agencies box
Then click on 2008-2009 provisionally approved providers

Then Enter- Application

If you are an approved provider or agency from 2008-2009 you can enter thru the authorized user section. You will need you login and password from last year. We can access this for you but it may take some time. You will also need to use your NDE code. Then click on Authorized User.

If you are new to the on line application, you will need to start that the New Applicant box. New applicants will have to enter the demographic information and then receive a login and password before starting the application.

Once you have entered as an NDE authorized user, click on view to see the application. If you are ready to start the new application, you can click on the New Application box.

Individual providers: You will need to enter the special services box and select the service and enter the amount requested. You will also need to check the certification box to see if there are updates needed to you certification.

Agencies: You will need to check the agency staff box and make sure of the staff members that have carried over from last year. You can add new staff at this time. You will also need to check the certificates box for corrections or new submissions. The last step of personnel would be to go under annual reports and select the agency personnel report. This is the sections with the most changes dealing with salary and FTE.

Agencies: You can access last years to make sure of forms and selections. I would suggest printing this off before starting the 2009-2010 application. We have added some new print functions directly to the pages.

Search Function:

How to search? Click on the View- Service Provider tab on the first page. You will be able to search by NDE code, Agency Name, Individual Provider name or Service Code number/ name.

When entering the agency name, you can enter one or two letters and get a list. You can enter the entire name but problems may arise if this does not match exactly what the agency entered. Examples: BEST is actually listed as Berniklau Education Solutions Team. Some ESU are actually spelled out as Educational Service Unit.

Individual Provider is searching by last name. This will show the entire list of services that an individual is approved for in that given year. You can then scroll across to see their address.

Service Code number/ name is a list of all available codes with the description following. Just scroll down the list and you can find the number or description you are looking to retrieve.

There is a print version so you can print of a list of your search.

Reminders:

Transfer Staff button: This will carry over staff from the previous year. You must click on the add box next to their name. If a name is not clicked, they will not carry over. Once a name is added, then you will be able to edit the information if needed.

Email Address: Once an email address is used for an application, it will not be able to be used for another. In other words, you will be able to start one application. This will reduce the duplicate numbers of applicants.

Contacting NDE:

As in the past, you can contact me via phone (402-471-2464) or email (jill.weatherly@nebraska.gov) You can also talk with Laurie McEntarffer. She can trouble shoot most of the questions.